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15 JUN 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : James H. McDonald  
Director of Logistics

SUBJECT : After-Hours Security Checks

REFERENCE : Mult adsee memo dtd 21 May 76 fm DDA,  
same subject

1. As requested in paragraph 5 of the referent memo, the Office of Logistics (OL) after-hours security check procedures have been reviewed in detail. All OL division and staff chiefs have raised the topic in their respective staff meetings and elicited comments by OL personnel. In a subsequent OL staff meeting, discussion of existing procedures was held; and it was generally concluded that existing procedures appear to be effective and do not appear to be a significant source of complaint from employees.

2. It was specifically noted that within OL there was no requirement to stay an excessive amount of time after close of business to perform security checks. The 10-15 minutes after close of business required for security check is necessary to permit a thorough check after the majority of area occupants have left. It was reasserted that safe custodians were responsible to close their respective safes and that the "checker" or security duty officer for the area should be a Logistics officer defined as GS-07 or above. It was reestablished that the checking area should be kept as small as possible with a guideline maximum of 10 safes per duty officer. Finally, the office policy of requiring division chiefs or deputies to report security status after close of business daily enhances security awareness and should be retained.

3. In sum, the security procedures cited in the referent memo as questionable in nature do not, in general, occur within OL. To ensure continued awareness of correct

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security practice as well as to open an avenue for discussion of possible questionable procedures, I have asked each division and staff chief to call to the attention of their personnel the substance of the referent memo and this memorandum.

/s/ James H. McDonald  
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